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22 JUN 1976

25X1A MEMORANDUM FOR: Director of Training  
FROM : [REDACTED]  
Orientation Coordinator  
VIA : Chief, Functional Training Division  
SUBJECT : Course Report, Special Overseas Orientation  
(S00) No. 4, 10-11 June 1976

1 The fourth running of the Special Overseas Orientation was conducted in Room 1A-07 Headquarters on 10 & 11 June. There were 57 participants (45 employees and 12 spouses) in attendance. With each running the evaluations reflect higher ratings on the three objectives which is indicative that the speakers are directing their presentations toward the goals set forth.

2. Of the 45 employees, 19 were from the DDA (the majority communications officers), 8 from the DDO (mostly case officers being assigned to various overseas posts), 4 from the DDI [REDACTED] OER, OSR), and 6 from the DDS&T (OTS and OEL); spouses were also represented by each of the four Directorates. The considerably smaller enrollment in this class compared to the May running is to some degree attributable to the training officers observing the guidelines suggested regarding the criteria for taking S00 as opposed to CTTC.

3. The suggested changes made in S00 No. 3, 13-14 May were implemented (increasing the time for Cover, Benefits & Services and reducing the time for questions after the [REDACTED] Panel). Due to these time allocations and a sharpening of the focus of the presentations, improvement in the quality of these segments was evident. Track I and Track II (one for employees and one for spouses) was well received by the participants. The panelists in each of the sessions guided and directed the discussions which contributed to their success. The Track I panel went extremely well and [REDACTED] with the DDO, is seeking clarification of the Agency's position on standards of conduct expected of Agency

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employees [REDACTED] This was a question raised in the last S00 but was not a major concern to the employees in this running who, as a class, raised fewer controversial questions. In Track II a female employee chaired the session with the wife of an Agency employee both of whom had served several tours overseas. Areas of interest to the wives have to do with cover (socially and officially) and practical precautions in a routine day for children. The two panelists had obviously spent time in preparing their comments and had coordinated their remarks prior to the session which reduced the possibility of repetition. Several of the wives expressed an appreciation for this opportunity to hear of the overseas experiences of others. The problem with this panel is that it is of little value for those who have lived overseas. They are asked to participate but in the limited time (50 minutes) only so many people can have the floor. It is felt by the Orientation Coordinator and the panelists that a wife can make a more valuable contribution in this session. An attempt is being made to locate a few wives who would be willing to participate in future runnings.

4. A summary of the evaluations is attached (Attachment B). As indicated in previous runnings, participants expect specific guidelines (checklists) for their particular situations. It is felt by the Coordinator that in a two-day orientation an overview is all that is practically possible. Participants were responsive to the various segments and many of the questions raised were done so by the spouses. There were no last-minute substitutions of speakers and most presentations were improved upon since the preceeding S00. [REDACTED] had three members of his staff audit the two days with the thought of having them participate in future runnings so that [REDACTED] will always have a representative. [REDACTED] has had three different speakers in the Orientation and has indicated that [REDACTED] who spoke in this running will be their regular participant. This is fortunate because [REDACTED] is by far the best of the three, if not, the best of the entire program. No major changes will be introduced in the 24-25 June S00.

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Atts:

- Att A: Student Roster
- Att B: Evaluation
- Att C: Orientation Schedule

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